

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221
E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair
Guy Zima Vice Chair
Tom Lund, Bernie Erickson
John Vander Leest, Andy Nicholson, Patrick Evans

EXECUTIVE COMMITTEE

Monday, February 8, 2010

6:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of January 11, 2010.

Comments from the Public

Communications

1. Communication from Supervisor Haefs re: Request that the Committee discuss having those departments with Planning/Development oversight present 2011 Budgets with zero levy dollar increases. *Motion at PD&T: To refer to the Executive Committee with a request that they discuss having all departments present 2011 budgets with a composite levy increase of zero dollars.*

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Reports

3. Internal Auditor Report.
 - a. Discussion and Possible Action re: County Meal Reimbursement.
 - b. Analysis of Fee-Based Services – County Clerk's Office.
 - c. Other.
4. County Executive Report.
5. Labor Negotiator Report.
6. Board Attorney Report.

Standing Item

7. Review Brown County requirements of ID when applying for any Social Services from the County.

Other

8. Discussion re: Clerk Typist I – Veterans Department.
9. Discussion re: Finance Manager (formerly Budget & Finance Manager – Human Services).

Request to Fill Positions

10. Request to fill Sanitary Inspector.
11. Request to fill Director of Public Safety Communications.
12. Memo re: Justification for Filling Law Clerk Position.

Resolution, Ordinances

13. Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled “Purchase and Sale of Scrap Metal.”
14. Resolution re: Change in Table of Organization Sheriff’s Department Addition of Grant Funded Positions.
15. Resolution re: To Approve the Extension of the Resch Center Naming Agreement.

Other

16. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, January 11, 2010, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Mary Scray—Chair, Bernie Erickson, Tom Lund, John VanderLeest.
Excused: Pat Evans, Andy Nicholson, Guy Zima.
Also Present: Bill Bosiacki, Bonnie DeBauche, Jean Eckers, Bob Heimann, Tom Hinz, Jenny Hoffman, Kurt Hogarty, Paula Kazik, Julie Knier, Chuck Lamine, Lauri Marenger, Fred Mohr, Sara Perrizo, Jayme Sellen, Brian Shoup, Howard Erickson, Dennis Nelson, Joe Oprosko, Ina Tahlier, Tony Walter, and Other Interested Parties.

Presentation by Veridocs prior to meeting. (Handout filed at County Clerk's office.)

I. **Call Meeting to Order:**

The meeting was called to order by Chair Scray at 6:43 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Lund and seconded by Supervisor VanderLeest to approve. MOTION APPROVED UNANIMOUSLY.

III. **Approve/Modify Minutes of December 7, 2009:**

Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

Comments from the Public/Such Other Matters as Authorized by Law: None.

Communications:

1. **Communication from Supervisor Knier – Ask for a modification to Section 2.03(3)(e) to include a provision for emergency contracting. *Held for one month:***

Supervisor Knier stated that she thought this was important, especially in cases of Corporation Counsel. Attorney Mohr added that he thinks this could be important when a need arises for any consultant depending upon the circumstances. He continued by saying the obvious example is Corporation Counsel: If Brown County gets sued and has 20 days to respond, it is likely there would not be sufficient time to bring this to the standing committee and Board of Supervisors within that period of time.

Supervisor Lund asked if the County Executive has the ability to act in case of an emergency according to State Statutes. Mr. Mohr said under the present ordinances a special meeting would need to be called; he suggested looking at the ordinance to make a provision for times when action is needed within a certain period of time.

Motion made by Supervisor Erickson and seconded by Supervisor Lund to send this to Board Attorney to review ordinance and bring back in 60 days. MOTION APPROVED UNANIMOUSLY.

2. **Communication from Supervisor Williams and Supervisor Knier – To adjust the Classification and Compensation Plan for Brown County Employees downward**

two steps. (Referred from December County Board.) Motion at Administration Cmte: Hold until January meeting:

Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to hold for 1 month until after Administration Committee meeting. MOTION APPROVED UNANIMOUSLY.

3. **Communication from Supervisor VanderLeest – Request for an audit of all countywide benefit programs and to report back to the Executive Committee with those findings and for any internal controls needed to protect the county taxpayer. (Referred from December County Board.):**

Supervisor VanderLeest stated that there were some issues raised during closed session that led him to believe that there might be a need for additional oversight of the benefit programs and wants to be certain that those programs are being effectively administered and monitored. He added that in the past there was a cost to the taxpayers in excess \$600,000.

Supervisor Lund asked Sara Perrizo, Internal Auditor, if the audit plan for 2010 included auditing Human Resources and the benefit programs. Ms. Perrizo stated that although that was not specified, there is an item to audit various departments within Brown County for internal control compliance.

Motion made by Supervisor Lund and seconded by Supervisor VanderLeest to refer to Internal Auditor to audit all countywide benefits programs and report back to Executive Committee in 60 days. MOTION APPROVED UNANIMOUSLY.

Legal Bills:

4. **Review and Possible Action on Legal Bills to be paid:**

There was some general conversation regarding how much longer the services of Michael Best would be needed. It was agreed that it would be premature to terminate the agreement at this point, because of possible appeals that could be filed and the successful results thus far.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to pay the legal bills as in the Executive Committee agenda packet as of Monday, January 11, 2010. MOTION APPROVED UNANIMOUSLY.

Reports:

5. **Internal Auditor Report:**

- a. **2009 Audit Plan – Work Completed**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY.

- b. **Budget Status Financial Report for November 30, 2009:**

Motion made by Supervisor Erickson and seconded by Supervisor VanderLeest to receive and place on file. MOTION APPROVED UNANIMOUSLY.

- c. **Other:**

Ms. Perrizo reported that she performed an analysis of fee-based operations in the County Clerk's office last week. She added that the information should be available at the next meeting.

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY.

6. **County Executive Report:**

a. **Budget Status Financial Report for November 30, 2009:**

Tom Hinz, County Executive, said Jim Nickel, Director of Public Safety Communication, is retiring as of March 5, 2010. He opined that Mr. Nickel has accomplished a lot for Brown County, such as the communication center and beginning the process for radio operability RFP's.

Motion made by Supervisor Lund and seconded by Supervisor VanderLeest to receive and place on file. MOTION APPROVED UNANIMOUSLY.

7. **Labor Negotiator Report: None.**

Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY.

8. **Board Attorney Report:**

a. **Hiring Freeze Policy**

Mr. Mohr stated that after the County Board passed the hiring freeze resolution, it was necessary to integrate and coordinate that with the existing policies. He said the procedure does not change anything in regard to the hiring freeze; it breaks it into two categories: (1) budgeted positions, which must go through standing committee and receive final approval from the Executive Committee; and (2) unbudgeted positions (or the creation of a new position) which must go through standing committee, be approved by the Executive Committee and receive final approval from the County Board.

Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to approve the hiring freeze policy. MOTION APPROVED UNANIMOUSLY.

Standing Item:

9. **Review Brown County requirements of ID when applying for any Social Services from the County:**

Chair Scray stated that the earlier, informational presentation by Veridocs was for the purpose of trying to determine if there was something that could be utilized by Human Services from what the Jail is in the process of obtaining. She said this is ongoing; and she has met with Bonnie DeBauche and Jenny Hoffman, who have been excellent to work with.

Supervisor VanderLeest said he had been on a police ride-along in 2006; and during a stop, it was discovered that the individual had 10 different identification cards. He said he wants to make sure Brown County is doing everything it can to prevent fraud, and added that he would like further investigation of the Veridocs system.

Supervisor Lund expressed agreement with Supervisor VanderLeest. He said, by making it known that ID's can be validated in 3 seconds, others might be discouraged from attempting to obtain funds fraudulently in Brown County.

Supervisor Erickson said Brian Shoup, Director of Human Services, had plans to follow up on this. Supervisor Erickson added that he would like to obtain feedback concerning the Jail's success with this system and ways to fund this. Supervisor Erickson also asked that Bob Heimann, Director of Information Services, work with Mr. Shoup on this.

Supervisor VanderLeest opined that it would be wise to find out if there was a way Human Services could work with the Jail's program and also to learn if there are any concerns with the program.

Motion made by Supervisor Erickson and seconded by Supervisor Lund to have Brian Shoup and Bob Heimann look into this and report back within 60 days with the benefits it (Veridocs) would provide to Human Services. MOTION APPROVED UNANIMOUSLY.

Request to Fill Positions:

10. **Request to fill Vacancy: 1st Mechanic – Highway Department. *Motion at PD&T Cmte: To approve:***

Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

11. **Request to fill Vacancy: Sanitary Inspector. *Motion at PD&T Cmte: To refer to Human Resources to work with staff to eliminate the Sanitary Inspector position and create a new administrative position and bring back to committee in January:***

Motion made by Supervisor Erickson and seconded by Supervisor VanderLeest to hold until February. MOTION APPROVED UNANIMOUSLY.

12. **Request to fill the following Vacancies:**

- a. **AODA II, Social Worker/Case Manager (Long-term Support for Elderly & Physically Disabled Services)**
- b. **AODA Clinical Supervisor**
- c. **MDS (Minimum Data Set) RN**
- d. **Nursing Home Administrator**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to suspend the rules and take Items Nos. 12a—d together. MOTION APPROVED UNANIMOUSLY.

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to approve Items Nos. 12a—d. MOTION APPROVED UNANIMOUSLY.

Resolutions/Ordinances:

13. **Ordinance re: To Create Sec. 30.08 of the Brown County Code Entitled "Pawn Brokers and Secondhand Article and Jewelry Dealers." *Held for one month:***

Supervisor VanderLeest said he wanted to make sure Brown County is doing the same thing as the City of Green Bay.

Mr. Mohr explained that this ordinance requires electronic reporting; and pawn brokers are in favor of this, because it relieves them of the paperwork currently being completed. He said this will help law enforcement, and it will be cost-effective for the pawn brokers.

Mr. Hinz added that this system is expanding throughout Wisconsin; and he said he would not be surprised if this was statewide in a year.

Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

14. **Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal." *Held for one month:***

Based on conversation with John Leutscher, Corporation Counsel, Mr. Mohr asked that this be held for 1 month in order to make a revision.

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to hold for 1 month. MOTION APPROVED UNANIMOUSLY.

Closed Session

15. **A closed session pursuant to Sec. 19.85(1)(c), Stats., to discuss strategy for labor negotiations regarding furloughs:**

Motion made by Supervisor Erickson and seconded by Supervisor VanderLeest to enter into closed session at 7:17 p.m. MOTION APPROVED UNANIMOUSLY.

Roll Call: Erickson, Lund, Scray, VanderLeest.

Recording Secretary excused at 7:17 p.m.

Motion made by Supervisor Erickson and seconded by Supervisor Lund to return to regular order of business. MOTION APPROVED UNANIMOUSLY.

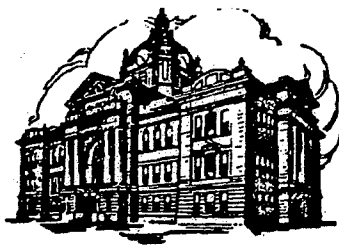
Roll Call: Erickson, Lund, Scray, VanderLeest.

16. **Such Other Matters as Authorized by Law: None.**

Motion made by Supervisor Lund and seconded by Supervisor Erickson to adjourn at 7:41 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary



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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: JAN 20, 2010

Agenda No. : REFER to PLANNING + Development

Motion from the Floor

I make the following motion: A request that the
COMMITTEE discuss having those departments
with PLANNING / Development OVERSIGHT
present 2011 Budgets with ZERO LEVY
dollar INCREASES.

Signed: [Signature]

District No.: #6

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

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ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR FEBRUARY 8, 2010 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Frederick Mohr	4555	12/31/2009	136.50	Corporation Counsel, Miscellaneous, Hobart Suit Prisoner Transport, 1901E, Sheriff's Dept. (Adams/Lantagne), Teamsters, Electricians, Library, Telecommunicators, Medical Examiners
	4556	12/31/2009	\$5,206.50	
Michael, Best & Friedrich	1091556	1/19/2010	375.00	Environmental Matters
	1091557	1/19/2010	564.64	Fox River Cleanup - Insurance
	1091558	1/19/2010	8,486.00	API and NCR v. Geroge A. Whiting, et al
Simandl & Prentice, S.C.	13411	12/31/2009	50.00	Locate and Review Civil Rights Compliance plan (\$147.00 less - 97.00 write off per Robert Simandl at request of client per 12-22-09 correspondence from J. Luetscher
TOTAL			14818.64	

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

RECEIVED

JAN 05 2010

Human Resources

BROWN COUNTY
C/O DEBBIE KLARKOWSKI
PO BOX 23600
GREEN BAY WI 54305-3600

Page: 1
December 31, 2009
Account No: 2646M

Corp. Counsel

Corporation Counsel

Miscellaneous

Hobart Suit

Current
Work

0

39.00

97.50

\$136.50

~~\$2,384.03~~

~~\$331.50~~

~~\$3,352.75~~

\$6,068.28

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

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BROWN COUNTY
C/O DEBBIE KLARKOWSKI
PO BOX 23600
GREEN BAY WI 54305-3600

Page: 1
December 31, 2009
Account No: 2646-0M
Statement No: 4555

Corporation Counsel

Previous Balance ~~\$2,384.03~~

Balance Due ~~\$2,384.03~~

Account No: 2646-5M
Statement No: 4555

Miscellaneous

Previous Balance ~~\$1,172.25~~

	Hours	
Attention to Letter from Attorney Nicks	0.20	39.00

For Current Services Rendered	0.20	39.00
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Total Current Work		39.00
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12/10/09 Less Payment Received		-879.75
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Balance Due ~~\$331.50~~

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY

Hobart Suit

Page: 2

December 31, 2009

Account No: 2646-6M

Statement No: 4555

Previous Balance		\$3,294.25
	Hours	
Review of Reply Brief	0.50	97.50
For Current Services Rendered	0.50	97.50
Total Current Work		97.50
12/10/09 Less Payment Received		-39.00
Balance Due		\$3,352.75
Total Balance Due		\$6,068.28

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

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RECEIVED

JAN 06 2010

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
December 31, 2009
Account No: 2647M

HR

Current
Work

Prisoner Transport

0

~~\$117.00~~

Arbitration 1901E

175.50

~~\$175.50~~

Subst. Sheriff's Dept. (Adams/Lantagne)

1189.50

~~\$1,423.50~~

Teamsters ~~Prohibited Practice~~

39.00

~~\$1,092.00~~

Electricians ~~Prohibited Practice~~

117.00

~~\$117.00~~

Subst. Library

448.50

~~\$448.50~~

ERD
Tophat Telecommunicators

2067.00

~~\$2,223.00~~

Sub. Medical Examiners

1170.00

~~\$1,209.00~~

5206.50

~~\$6,805.50~~

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
December 31, 2009
Account No: 2647-1M
Statement No: 4556

Prisoner Transport

Previous Balance ~~\$117.00~~

Balance Due ~~\$117.00~~

Account No: 2647-2M
Statement No: 4556

1901E

Previous Balance ~~\$175.50~~

	Hours	
Re: Arbitration		
Review of File	0.30	58.50
Telephone Conference with Debbie	0.20	39.00
Telephone Conference with Etten	0.20	39.00
Letter to Etten	0.20	39.00

For Current Services Rendered 0.90 175.50

Total Current Work 175.50

12/11/09 Less Payment Received -175.50

Balance Due \$175.50

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept. (Adams/Lantagne)

Page: 2

December 31, 2009

Account No: 2647-4M

Statement No: 4556

Previous Balance

~~\$1,950.00~~

	Hours	
Letter to Konrath	0.20	39.00
Telephone Conference with Schrift	0.20	39.00
Telephone Conference with Arbitrator	0.20	39.00
Preparation for Arbitration	1.50	292.50
Preparation for Arbitration	1.80	351.00
Attendance at Arbitration	1.20	234.00
Drafting of Settlement Agreement	0.40	78.00
Drafting of Revision of Settlement Agreement	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
For Current Services Rendered	6.10	1,189.50
Total Current Work		<u>1,189.50</u>

12/11/09 Less Payment Received

-1,716.00

Balance Due

~~\$1,423.50~~

Teamsters

Account No: 2647-5M
Statement No: 4556

Previous Balance

~~\$1,053.00~~

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Teamsters

Page: 3

December 31, 2009

Account No: 2647-5M

Statement No: 4556

	Hours	
	Hours	
Attention to Letter from Kirchman	0.20	39.00
For Current Services Rendered	0.20	39.00
Total Current Work		39.00

Balance Due	\$1,092.00
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Account No: 2647-6M
Statement No: 4556

Electricians

	Hours	
Review of Prohibited Practice Complaint	0.40	78.00
Telephone Conference with Don	0.20	39.00
For Current Services Rendered	0.60	117.00
Total Current Work		117.00

Balance Due	<u>\$117.00</u>
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In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Library

Page: 4

December 31, 2009

Account No: 2647-7M

Statement No: 4556

	Hours	
Letter to Debbie	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Letter to Stainbrook	0.20	39.00
Attention to Letter from Ryan	0.20	39.00
Review of File	0.50	97.50
Letter to Debbie	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Debbie	0.20	39.00
For Current Services Rendered	2.30	448.50
Total Current Work		448.50
Balance Due		\$448.50

Account No: 2647-8M
Statement No: 4556

Telecommunicators

Previous Balance		\$234.00
Letter to Attorney Schimmel	0.20	39.00
Study and Analysis of Schimmel File	0.40	78.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 5

December 31, 2009

Account No: 2647-8M

Statement No: 4556

	Hours	
Letter to Debbie	0.20	39.00
Drafting of Answer	1.50	292.50
Drafting of Answer	2.00	390.00
Letter to Debbie	0.20	39.00
Review of Medical File	0.20	39.00
Telephone Conference with Attorney Schimmel	0.20	39.00
Letter to ERD	0.20	39.00
Attention to Letter from Schimmel	0.20	39.00
Letter to Debbie	0.20	39.00
Letter to Attorney Schimmel	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
Letter to Nackers	0.20	39.00
Letter to Nickel	0.20	39.00
Review of Damage Exposure	0.50	97.50
Drafting of Response - FMLA	1.00	195.00
Drafting of Response - ERD	2.00	390.00
Attention to Letter from Nickel	0.20	39.00
Review of Responses	0.40	78.00
Letter to ERD	0.20	39.00
For Current Services Rendered	10.60	2,067.00
Total Current Work		2,067.00
12/11/09 Less Payment Received		-78.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 6

December 31, 2009

Account No: 2647-8M

Statement No: 4556

Balance Due

~~\$2,223.00~~

Account No: 2647-9M

Statement No: 4556

Medical Examiners

Previous Balance

~~\$507.00~~

	Hours	
Review of File	0.50	97.50
Telephone Conference with Etten	0.20	39.00
Letter to Klimek	0.20	39.00
Preparation for Arbitration	2.00	390.00
Attention to Letter from Klimek	0.20	39.00
Letter to Debbie	0.20	39.00
Attention to Letter from Debbie	0.20	39.00
Telephone Conference with Etten	0.20	39.00
Attention to Letter from Klimek	0.20	39.00
Letter to Klimek	0.20	39.00
Attention to Letter from Klimek	0.20	39.00
Telephone Conference with Etten	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Letter to Klimek	0.20	39.00
Drafting of Settlement	0.30	58.50
Letter to Etten	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Medical Examiners

Page: 7

December 31, 2009

Account No: 2647-9M

Statement No: 4556

	Hours	
Letter to Etten	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
For Current Services Rendered	6.00	1,170.00
Total Current Work		1,170.00
12/11/09 Less Payment Received		-468.00
Balance Due		\$1,209.00
Total Balance Due		\$6,805.50

Interest accrues at the rate of 1% per month on all balances over 30 days.

IN ACCOUNT WITH

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

MICHAEL BEST

& FRIEDRICH LLP

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

January 19, 2010
Invoice No. 1091556

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1091556

For Professional services rendered through December 31, 2009, as follows:

Matter: 018236-0009 Environmental Matters

12/14/09	L Bochert	Telephone conversation with Mr. Haen with respect to responses received from companies concerning impact on dredging in navigation channel.	0.20	\$75.00
12/16/09	L Bochert	Review and provide suggested revisions to letter from Mr. Haen to Port businesses advising that lack of consensus in support of amendment to Record of Decision means that Brown County Harbor Commission will not be pursuing that objective; telephone conversation with Mr. Haen with respect to same.	0.80	\$300.00

Total Hours 1.00

Total Services \$375.00

Total This Matter

\$375.00

Balance from previous statement \$4,726.05

Payments received (2,662.50)

Current Balance \$2,438.55

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinesky Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

January 19, 2010

Invoice No. 1091557

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1091557

For Professional services rendered through December 31, 2009, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

12/9/09	C Smith	Revise payment tracking chart; correspondence to Attorney J. Luetscher regarding Wausau payment and CNA's share remaining.	0.30	\$96.00
12/16/09	C Smith	Review decision; telephone conference call with DACrass regarding same; correspondence to CNA and Nationwide providing update.	1.20	\$384.00
12/22/09	C Smith	Correspondence to Mr. Beacham and Attorney Skardon tendering invoice for payment; revise invoice tracking chart.	0.20	\$64.00

Total Hours 1.70

Total Services \$544.00

Disbursements:

12/09/2009	Photocopying	11.25
	Federal Express Delivery	9.39

Disbursements Total \$20.64

MICHAEL BEST

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Client: 018236

Page 2

January 19, 2010
Invoice No. 1091557

Matter: 018236-0042 Fox River Cleanup - Insurance

Total This Matter

\$564.64

Balance from previous statement

\$921.37

Payments received

0.00

Current Balance

\$1,486.01

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January 19, 2010
Invoice No. 1091557

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
C Smith	Partner	1.7	\$320.00	\$544.00
Totals		1.70		\$544.00



IN ACCOUNT WITH

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PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

January 19, 2010
Invoice No. 1091558

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1091558

For Professional services rendered through December 31, 2009, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

12/2/09	I Pitz	Telephone conference with Chuck Larsheid regarding media attention to Fox River trial; telephone conference with reporter for Green Bay Post Gazette; return call to Larsheid to update on call with Gazette reporter.	1.20	\$450.00
12/5/09	I Pitz	Review and comment on joinder of United States' motion to clarify case management order.	1.40	\$525.00
12/7/09	I Pitz	Telephone conference with counsel for other similarly situated defendants; read parties' pretrial disclosures to ensure no claims are being made against Brown County in Phase 1 trial; read United States' motion to clarify case management order; review recent case correspondence.	8.50	\$3,187.50
12/9/09	R Exum	Continue to summarize and log Brown County documents regarding Renard Island.	0.50	\$70.00
12/10/09	I Pitz	Review recent trial filings.	0.80	\$300.00
12/16/09	I Pitz	Read order on summary judgment motions and consent decree; discuss same with DACrass, LHBochert and client; conference call with Scott Williams of Green Bay Post Gazette regarding same.	3.50	\$1,312.50
12/16/09	A Wildeman	Begin reviewing decision and order dismissing plaintiffs' claims for contribution; conference with DACrass regarding same.	0.40	\$76.00
12/16/09	L Bochert	Review Decision of District Court dismissing CERCLA contribution claims of NCR and Appleton Papers, Inc.	1.00	\$375.00
12/16/09	D Crass	Review judge's decision on grant of motion for summary judgment and dismissal of plaintiff's contribution claims against client; prepare email communication to and telephone conferences with client representatives regarding same; provide instructions to project attorneys regarding same.	3.50	\$1,487.50
12/17/09	A Wildeman	Continue reviewing order dismissing plaintiffs' claims for contribution from defendants.	1.80	\$342.00

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH



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Client: 018236

Page 3

January 19, 2010
Invoice No. 1091558

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	2.2	\$190.00	\$418.00
D Crass	Partner	3.5	\$425.00	\$1,487.50
I Pitz	Partner	16.1	\$375.00	\$6,037.50
L Bochert	Partner	1	\$375.00	\$375.00
R Exum	Paralegal	1.2	\$140.00	\$168.00
Totals		24.00		\$8,486.00



SIMANDL & PRENTICE, S.C.
20975 Swenson Drive, Suite 250
Waukesha, WI 53186
Tel (262) 717-3170
Fax (262) 717-9368

Brown County
Northern Bldg. - Room 680
305 East Walnut
Green Bay WI 54305

Attn: Mark Schroeder

Labor and Employment

Page: 1
12/31/2009
Account No: 16-0002M
Statement No: 13411

	Previous Balance before Adjustments	\$147.00
12/29/2009	Write off per Robert J. Simandl at request of client per December 22, 2009, correspondence from J. Luetscher.	-97.00
	Previous Balance	\$50.00
	Balance Due	<u>\$50.00</u>
	Aged Due Amounts	
<u>0-30</u>	<u>31-60</u>	<u>61-90</u>
0.00	0.00	50.00
		<u>91-120</u>
		0.00
		<u>121-180</u>
		0.00
		<u>181+</u>
		0.00

Payments received after January 27th are not included on this statement.

Corporation Counsel
Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

COPY



John F. Luetscher

PHONE (920) 448-4006
luetscher_jf@co.brown.wi.us

FAX (920) 448-4003

December 22, 2009

Simandl & Prentice, S.C.
20975 Swenson Dr., Suite 250
Waukesha, WI 53186
Attn: Accounts Payable

To Whom It May Concern:

You sent an invoice to my office in November 2009 for \$147.00. A representative of our Human Resources Department informed me this charge arose from a request to your office for a photocopy of a "Civil Rights Compliance Plan" you prepared for Brown County some time ago. My office presented your invoice to the Executive Committee of the Board of Supervisors for approval and payment. The Committee members believe the invoiced amount is excessive and declined to approve payment.

I suggest a fee of \$50.00 would be adequate for the services provided and will recommend approval of that amount, if you are agreeable.

The Executive Committee next meets on January 11, 2010.

Respectfully,

A handwritten signature in black ink that reads "John Luetscher".

John Luetscher
CORPORATION COUNSEL

JL:smg



Loehlein_AA

From: Perrizo_SJ
 Sent: Tuesday, January 26, 2010 2:43 PM
 To: Loehlein_AA
 Subject: FW: Meal Reimbursements

Guy would like this issue on the next Executive Committee agenda.

Sara J. Perrizo, CPA

From: Marcelle_DK
 Sent: Monday, January 25, 2010 10:58 AM
 To: Perrizo_SJ
 Subject: Meal Reimbursements

Sara,
 Here is the data collected by one of the County Clerks on meal reimbursement. It may be handy for you to have on file for the future.
 Darlene

COUNTY	Do you do meal reimbursements?	Do you require a receipt for reimbursement?	If you require a receipt, do you require original or copy of receipt?	Breakfast	Lunch	Dinner	Entire Day	Other						
								anything over \$5.00 we will pay within reason						
Ashland	yes	yes if over \$5	original	\$5.00	\$5.00	\$5.00								
Barron	yes	yes	original	\$8.00	\$9.00	\$17.00								
Bayfield	yes	yes	copy ok but like original	\$8.00	\$8.00	\$14.00	\$30.00							
Burnett	yes	yes	copy wil do	\$6.00	\$7.00	\$12.00	\$25.00							
Brown	yes	yes	original	\$11.00	\$16.00	\$27.00	\$54.00							
Calumet				\$6.50	\$8.50	\$15.00								
Chippewa	yes	yes	either will do	\$8.00	\$9.00	\$17.00	\$34.00							
Clark	yes	yes	original	\$4.00	\$6.00	\$10.00	\$20.00							
Columbia														
Crawford	yes	yes for daily no on overnight	original	\$5.00	\$8.00	\$14.00	\$27.00							
Dane				\$6.20	\$7.20	\$15.00	\$29.00							
Dodge	yes	yes/if no receipt only get \$3	copy w/restaurant name on it											
Door	yes	yes	original	\$8.00	\$10.00	\$17.00	\$35.00	Total daily allowance may be used for one/two meals only if the individual is eligible for all three meals						
Eau Claire	yes	no	n/a	\$6.00	\$7.00	\$13.00	\$26.00							
Florence	yes	no-Unless over allotted amount for meal	copy	\$5.00	\$7.00	\$13.00	\$25.00							
Fond du Lac	yes	yes	Will except copies but get originals	\$6.00	\$10.00	\$15.00	\$31.00							
Forest														
Grant				\$5.00	\$7.80	\$10.00								
Green	yes	no	n/a	\$6.00	\$9.00	\$15.00								
Green Lake	yes	yes	original	\$6.00	\$8.00	\$11.00	\$25.00							
Iowa														
Iron	yes	yes		\$10.00	\$15.00	\$25.00								
Jackson	yes	no	n/a	\$7.00	\$10.00	\$15.00	\$32.00							
Jefferson	yes	yes	copy if fine	\$7.00	\$10.00	\$22.00								
Juneau	yes	yes	original	\$6.00	\$8.00	\$15.00								
Kewaunee	yes	yes	copy	\$7.00	\$10.00	\$15.00	\$25.00							
LaCrosse	yes	no-if not over allotted amount	either & only if over allotted amount	\$8.00	\$9.00	\$17.00	\$34.00							
Lafayette	yes	yes	original	\$5.00	\$7.00	\$9.00	\$21.00							
Langlade	yes	yes	original					limit of \$39.00 a day not to exceed \$20 for one meal						

1/26/2010

3a

Lincoln	yes	no	n/a	\$7.00	\$9.00	\$13.00	\$29.00						
Manitowoc				\$8.00	\$9.00	\$17.00							
Marathon		yes		\$8.00	\$10.00	\$15.00	\$33.00	10/12/20 out of state					
Marinette	yes	no	n/a	\$7.00	\$10.00	\$17.00	\$34.00						
Marquette	yes	yes	original	\$4.50	\$6.50	\$11.50	\$22.50						
Monroe													
Oconto	yes	yes	copy				\$35.00						
Oneida	yes		original	\$7.00	\$8.00	\$16.00	\$31.00						
Outagamie				\$8.00	\$12.00	\$19.00	\$39.00						
Ozaukee													
Pepin													
Price	yes	yes	original	\$8.00	\$10.00	\$20.00	\$38.00						
Polk	yes	yes	original				\$40.00	unless a greater amount is approved in advance					
Portage	yes	no	n/a	\$9.00	\$9.00	\$17.00	\$36.00	Milwaukee & Out of State rates: Breakfast & Lunch \$10.00 and Dinner \$20.00 (daily maximum \$36.00)					
Racine	yes - on overnight only			\$9.00	\$9.00	\$21.00	\$39.00						
Rock													
Richland	yes	yes	original but occasional a copy	\$3.50	\$5.00	\$10.00		Only the Cty Board members have daily limit of \$20.00. They can spend it all on one meal if they wish.					
Rusk	yes	yes	original	\$5.00	\$6.00	\$12.00	\$23.00						
Sauk	yes	yes	originals	\$5.50	\$7.50	\$15.00							
Sawyer				\$5.00	\$8.00	\$12.00	\$25.00						
Shawano	yes	yes	original	\$8.00	\$10.00	\$14.00	\$40.00						
Sheboygan	yes	yes	depends	\$8.00	\$10.00	\$14.00	\$32.00						
St. Croix				\$7.80	\$8.10	\$17.00	\$32.90						
Taylor	yes	yes	either				\$25.00						
Trempealeau	yes	yes	original - no copies	\$5.75	\$7.00	\$15.00							
Vernon				\$7.00	\$10.00	\$15.00							
Vilas	yes	yes	original but will take copy				\$40.00						
Washburn	yes	yes	either	\$7.25	\$8.15	\$16.05	\$31.45						
Washington	yes	yes	original				\$35.00						
Waupaca	yes	yes	original/but have taken copies				\$34.00						
Waukesha	yes	no	n/a	\$8.00	\$10.00	\$20.00	\$38.00						
Wauwasha	yes	yes	copy	\$5.00	\$10.00	\$15.00	\$30.00						
Winnebago	yes	no-but yes if you go over allotted amount & request payment	original if requesting over allotted amount	\$7.50	\$9.50	\$18.00							
Wood	Only for County Board	no	n/a	\$6.00	\$8.00	\$16.00	\$30.00						

**BROWN COUNTY
COUNTY CLERK'S OFFICE**

ANALYSIS OF FEE-BASED SERVICES

**AN ANALYSIS PERFORMED BY THE
BROWN COUNTY INTERNAL AUDITOR**

JANUARY 2010

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4014 FAX (920) 448-6221
E-mail: perrizo_sj@co.brown.wi.us

SARA J. PERRIZO, CPA
INTERNAL AUDITOR

February 8, 2010

Ms. Mary Scray
Chair, Executive Committee
305 East Walnut Street
Green Bay, WI 54301

Dear Chair Scray:

I have completed a financial analysis of the fee based services that are provided in the Brown County Clerk's office. The attached report includes a summary of the fieldwork performed and recommended actions.

The recommendations detailed in this report have been shared with the Brown County Clerk, Darlene Marcelle and her staff. Ms. Marcelle has been given the opportunity to review the report and recommendations with her staff and their responses are attached to this report. This report has also been shared with County Executive Hinz and Lynn Vanden Langenberg, Director of Administration.

Discussion of this report will be placed on the agenda for the Monday, February 8, 2010 Executive Committee meeting.

I would like to share with you my appreciation for the cooperation and assistance I have received from County Clerk Marcelle and the entire staff in the County Clerk's office during this audit.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sara J. Perrizo".

Sara J. Perrizo, CPA
Internal Auditor

cc: Executive Committee Members
Tom Hinz, County Executive
Lynn Vanden Langenberg, Director of Administration
Darlene Marcelle, County Clerk

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Scope of Analysis

As approved by the County Board Chair and the Executive Committee as part of the annual Internal Audit workplan, the scope of this analysis included reviewing each of the fee based services provided by the Brown County Clerk's office in 2009 and 2010.

Background

The Brown County Clerk's office provides various fee-based services for its customers. Some of these services are State or County mandated while others are not. The mandated services include sales of alarm permits, dog licenses, marriage licenses and domestic partnership licenses. The non-mandated services include sales of passports, Brown County Golf Course annual passes and gift certificates, annual boat launch passes, State Trail annual passes, NEW Zoo Boo tickets and work permits. The County Clerk's office also provides a number of other services to the County and municipalities. However, these types of services are not addressed in this analysis.

Fieldwork Conducted

Fieldwork conducted included interviewing the County Clerk and Chief Deputy County Clerk regarding the fee-based services provided in the office. In addition, two years (2008 and 2009) of revenues and expenses for these programs were reviewed, 2009 preliminary financial statements and the 2010 budget statements were reviewed, program information provided by the Clerk was analyzed and the net revenue/expense for each fee-based activity was calculated for the year 2009 (see attached).

Findings and Recommendations

1. Alarm Permits

The sale of emergency alarm permits by the County Clerk to businesses is required by Chapter 30 of the Brown County Code of Ordinances. A permit is required for each alarm system that the business operates within Brown County. In 2009, the cost of an initial alarm permit or renewal was twenty dollars (\$20.00). This fee was raised to twenty-five dollars (\$25.00) per permit in the 2010 budget.

Based on the 2009 number of permits sold and estimated personnel costs, it appears as though Brown County is losing money on each alarm permit sold. In 2009, the County lost over \$7 per permit sold. The increase of five dollars (\$5.00) per permit in 2010 will help to reduce the loss; however it will not completely eliminate it.

It is recommended that the County Clerk reevaluate the fee charged for emergency alarm permits and consider increasing the amount charged. Based on the sales in 2009, an increase of an additional three dollars (\$3.00) per permit would result in a nearly break-even operation for this service.

2. Golf Passes and Golf Certificates

The sale of Brown County Golf Course annual passes and gift certificates is a service provided by the County Clerk's office as a courtesy to the Golf Course and its customers. The annual passes for the Golf Course require a photograph to be taken and the County Clerk's office is able to take the photographs with the same equipment that is used for passport photos.

Based on the 2009 sales of Golf Course passes and gift certificates, Brown County is realizing additional income for each pass and gift certificate sold in the County Clerk's office. In 2009,

the County gained approximately one thousand dollars (\$1,000.00) per golf pass sold and approximately thirty-eight dollars (\$38.00) per gift certificate sold in the County Clerk's office.

It is recommended that the County Clerk's office continue selling Golf Course passes and gift certificates at this time. If the activity in the County Clerk's office grows enough that adding a staff position is considered, it is recommended that the revenue/expense calculation for the Golf Course passes and gift certificates be readdressed to determine the profitability at that time.

3. **Boat Launch Passes and State Trail Passes**

As a service to the Brown County Parks department and its customers, the County Clerk's office issues Annual Boat Launch Passes and State Trail passes for use in the State and County parks and trails. Each Annual Boat launch pass is sold for thirty dollars (\$30.00) and each State Trail pass is sold for twenty dollars (\$20.00).

Based on 2009 sales, Brown County is realizing additional income from the sale of boat launch passes. In 2009, approximately fifteen dollars (\$15.00) in net revenue was generated from the sale of each of these passes in the County Clerk's office.

In addition, in 2009 Brown County also realized additional income from the sale of State Trail passes. Each State Trail pass sold generated approximately six dollars (\$6.00) in net revenue.

At this time, it is profitable for the County Clerk's office to continue selling the Annual Boat Launch Passes and State Trail passes. However, it should be noted that the Brown County Parks Department office is located in the Sophie Beaumont building and that they also sell these passes. If the activity in the County Clerk's office grows enough that adding an additional staff position is considered, the profitability of selling the Annual Boat Launch passes and State Trail passes should be readdressed.

4. **Dog Tags**

The Brown County Clerk's office is required by Wisconsin State Statute to manage Dog Tag disbursement and the collection of fees related to the tags. The County Clerk's office is then required to submit revenues collected for Dog Tags to the respective municipalities in the County, but is able to keep a portion of the revenue to cover any administrative fees incurred. The amount of administrative fees kept per dog tag transaction is currently set at thirty cents (\$0.30) per a resolution adopted by the Brown County Board in July 2003 titled "Authorizing an Increase in the Dog License Tax".

In 2009, the County realized a loss of approximately four thousand dollars (\$4,000.00) on the sale of dog tags. Based on the thirty cent per transaction administrative fee, the County was able to retain approximately two-thousand six hundred dollars (\$2,600.00). However, the expenses associated with the sale of the dog tags were approximately seven thousand dollars (\$7,000.00).

The County Clerk's office is in the process of tracking the amount of personnel time spent on the processing of dog tag transactions. Once the tracking is complete, it is recommended that the County Board pass a new resolution increasing the amount of the administrative fee for this service to a level that will eliminate the loss to the County.

5. **Marriage Licenses**

The Brown County Clerk's office is required by Wisconsin State Statute to process marriage applications and issue marriage licenses. In 2009, the fee for a marriage license was ninety-five dollars (\$95.00). Of this fee, thirty dollars (\$30.00) is kept by the County Clerk, twenty dollars (\$20.00) is sent to the Family Violence Center, twenty-five dollars (\$25.00) is remitted to the State of Wisconsin and twenty dollars (\$20.00) is given to the Golden House through the Brown County Human Services department.

In 2009, Brown County realized approximately fifty-nine thousand dollars (\$59,000.00) in net revenue from the sale of marriage licenses.

At this time, the issuance of marriage licenses is a profitable operation for the County. It is recommended that, during each annual budget process, the County Clerk continue to review the amount of the fee charged that remains in the County to determine an appropriate amount to charge for these licenses.

6. **Domestic Partnerships**

Beginning in 2009, the Brown County Clerk's office was mandated by Wisconsin State Statute to begin selling Domestic Partnership licenses. The cost and breakdown of revenue for these licenses is equal to that of marriage licenses (see above).

In 2009, Brown County realized approximately one-thousand eight hundred dollars (\$1,800.00) in net revenue from the issuance of domestic partnership licenses.

At this time, the issuance of domestic partnership licenses is a profitable operation for the County. It is recommended that, during each annual budget process, the County Clerk continue to review the amount of the fee charged that remains in the County to determine an appropriate amount to charge for these licenses.

7. **Passports**

The Brown County Clerk's office provides the initial issuance and renewal of United States passports as a service to its customers. In addition, the County Clerk's office provides photograph and postage services related to passports and paper services to customers who choose to pay with debit or credit cards.

Based on 2009 sales information, Brown County is realizing a small profit on the sales of passports and related functions. In 2009, approximately ten dollars (\$10.00) of net revenue was generated from the sale of each passport and related functions.

At this time, it is profitable for the County Clerk's office to continue selling United States passports. However, it should be noted that the United States Postal Service also sells passports. If the activity in the County Clerk's office grows enough that adding an additional staff position is considered, the profitability of selling the passports should be readdressed.

8. **Zoo Boo Tickets**

As a service to the NEW Zoo and its patrons, the Brown County Clerk's office sells admission passes to the Zoo Boo event each October.

In 2009, the County Clerk's office sold only 18 passes to the Zoo Boo event. However, the County did make a small profit on these sales of approximately one dollar (\$1.00) per ticket sold.

At this time, it is profitable for the County Clerk's office to continue selling Zoo Boo admission passes. However, it should be noted that there are several other outlets in the County that sell these tickets. If the activity in the County Clerk's office grows enough that adding an additional staff position is considered, the profitability of selling Zoo Boo passes should be readdressed.

9. **Work Permits**

As a service to its customers, the Brown County Clerk's office issues Work Permits (Child Labor Permits).

Based on 2009 statistical information, Brown County is losing money for each work permit sold in the County Clerk's office. In 2009, the County spent approximately eleven dollars (\$11.00) for each work permit issued.

At this time, it is not profitable for the County Clerk's office to continue issuing work permits. There are numerous other locations in the County where work permits can be obtained including local high schools and the Brown County Aging and Disability Resource Center.

It is recommended that the County consider ceasing sales of Work Permits in the County Clerk's office at this time. In addition, with the elimination of Work Permit sales, it is recommended that the County Clerk continue to reduce the hours of the Clerk/Typist I position as warranted.

Conclusion

The Brown County Clerk's office handles a variety of fee-based services. Some of these services are State and/or County mandates while others are done as a service to the County Clerk's customers. Implementing the above recommendations will help to improve and ensure fiscal responsibility in these operations.

Brown County Clerk's Office
 Calculations Related to Analysis of Fee-Based Services
 Prepared by the Brown County Internal Auditor
 January 2010

2009 Budgeted Hourly Wage Rates for Personnel (assumes no overtime)

Position	Wage	Fringe Benefits (46.5%)	Total
Clerk	30.82	14.33	45.15
Chief Deputy County Clerk	24.03	11.17	35.20
Elections Specialist	19.38	9.01	28.39
Deputy County Clerk	18.57	8.64	27.21
Account Clerk I	16.46	7.65	24.11
Clerk/Typist I - LTE	14.66	6.82	21.48
Avg (excluding Clerk)			27.28

Calculation of Personnel Cost per Activity

Activity	Avg Hours per Transaction	Avg Personnel Cost per Trans.	Number of Transactions in 2009	Total Hours in 2009	Total Personnel Cost
Alarm Permits	1.00	27.28	871	871.00	23,759.40
Golf Annual Passes	0.50	13.64	140	70.00	1,909.48
Golf Gift Certificates	0.50	13.64	42	21.00	572.84
Boat Annual Passes	0.50	13.64	375	187.50	5,114.68
Dog Tag Fees	8.00	218.23	31	248.00	6,765.02
Dog Tag State Tax	0.25	6.82	31	7.75	211.41
Marriage License	0.50	13.64	1490	745.00	20,322.33
Marriage Waiver	0.25	6.82	232	58.00	1,582.14
Marriage Renewal	0.25	6.82	12	3.00	81.83
Passports - Applicant	0.50	13.64	2073	1,036.50	28,273.96
Passport - Express Postage	0.25	6.82	180	45.00	1,227.52
Passport - Priority Mail	0.25	6.82	2133	533.25	14,546.15
Passport - Photo	0.25	6.82	1559	389.75	10,631.72
Passport - Cash/Debit/Credit	0.25	6.82	431	107.75	2,939.24
State Trail Annual Pass	0.50	13.64	79	39.50	1,077.49
Zoo Boo	0.25	6.82	18	4.50	122.75
Domestic Partnerships	0.50	13.64	61	30.50	831.99
Work Permits	0.50	13.64	730	365.00	9,956.58

Calculation of Net Revenue (Expense) per Activity

Activity	Alarm Permits	Golf Passes	Golf Certificates	Boat Passes	Dog Tag	Marriage Licenses	Passports (incl postage, photo and pass- through)	State Trail	Zoo Boo	Domestic Partnerships	Work Permits
2009 County Portion of Revenue	17,420.00	142,261.00	2,184.25	10,745.00	2,688.00	80,550.00	84,331.30	1,580.00	144.00	3,050.00	1,825.00
Less: Personnel Expenses	(23,759.40)	(1,909.48)	(572.84)	(5,114.68)	(6,976.43)	(21,986.31)	(57,818.59)	(1,077.49)	(122.75)	(831.99)	(9,956.58)
Less: Postage Expense		(140.00)					(4,000.00)				
Less: Camera Cost div by 5 yrs							(1,176.00)				
Net Revenue (Expense)	(6,339.40)	140,211.52	1,611.41	5,630.32	(4,288.43)	58,563.69	19,977.71	502.51	21.25	2,218.01	(8,131.58)

COUNTY CLERK

Brown County

305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DARLENE K. MARCELLE

PHONE (920) 448-4016

FAX (920) 448-4498

COUNTY CLERK

January 21, 2010

Ms. Mary Scray
Chair, Executive Committee
305 East Walnut St., Room 120
Green Bay, WI 54301

Dear Chair Scray:

This letter is to confirm that I met with Sara J. Perrizo, County Board Internal Auditor, to discuss her audit analysis, review, and recommendations regarding fee based services performed in the County Clerk's Office.

Overall, Sara's recommendations confirm the results we found during our program analysis and evaluation that we prepared for Human Resources last spring. The program analysis and evaluation was part of the hiring process to fill a position that was vacant due to a retirement.

1. **Alarm Permits**

Auditor: *"It is recommended that the County Clerk reevaluate the fee charged for emergency alarm permits and consider increasing the amount charged. Based on the sales in 2009, an increase of an additional three dollars (\$3.00) per permit would result in a nearly break-even operation for this service."*

We will follow the auditor's recommendation for the 2011 budget by increasing emergency alarm permit fees by \$3 to cover operation costs. Therefore, the rate in 2010 is \$25 and the 2011 rate will be set at no less than \$28.

2. **Golf Passes and Golf Certificates**

Auditor: *"It is recommended that the County Clerk's Office continue selling Golf Course passes and gift certificates at this time. If the activity in the County Clerk's Office grows enough that adding a staff position is considered, it is recommend that the revenue/expense calculation for the Golf Course passes and gift certificates be readdressed to determine the profitability at that time."*

I will continue to sell golf passes and certificates as long as it continues to work well for both Golf Course management and the County Clerk's Office. Over the years, Golf Course activity for issuing passes and certificates has been very stable; so, it is expected that there won't be any spikes or drops in sales activity. However, if the County Clerk's Office's does not break even with labor, we would discontinue this service or request that the Golf Course

management increase their rates. Also, the County Clerk's Office has never charged back the Golf Course for labor associated with selling the passes and certificates. So, administration may want to consider that option when preparing future budgets.

3. **Boat Launch Passes and State Trail Passes**

Auditor: "At this time it is profitable for the County Clerk's Office to continue selling the Annual Boat Launch Passes and State Trail Passes. However, it should be noted that the Brown County Parks Department office is located in the Sophie Beaumont building and they also sell these passes. If the activity in the County Clerk's Office grows enough that adding an additional staff position is considered, the profitability of selling the Annual Boat Launch Passes and State Trail Passes should be readdressed."

I will continue to sell Annual Boat Launch passes and State Trail passes as long as it continues to work well for both the Parks Department management and the County Clerk's Office. Over the years, Annual Boat Launch passes and State Trail passes activity has been very stable; so, it is expected that there won't be large spikes or drops in sales activity. However, if the County Clerk's Office does not break even with labor, we would possibly discontinue this service or request that the Parks Department management increase their rates. Also, the County Clerk's Office has never charged back the Parks Department for labor associated with selling the passes. So, administration may want to consider that option when preparing future budgets.

4. **Dog Tags**

Auditor: "The County Clerk's Office is in the process of tracking the amount of personnel time spent on the processing of dog tag transactions. Once the tracking is complete, it is recommended that the County Board pass a new resolution increasing the amount of the administrative fee for this service to a level that will eliminate the loss to the County."

The County Clerk's Office staff has been tracking their time spent working on dog tags since last year. We expect our study to be complete by March 1, 2010. We should have a current labor base to determine a more accurate dog tag administrative fee. Currently, the fee is \$.30 per tag and if warranted a request will be made to the Administration Committee for an administrative fee increase.

5. **Marriage Licenses**

Auditor: "At this time, the issuance of marriage licenses is a profitable operation for the County. It is recommended that, during each annual budget process, the County Clerk continue to review the amount of the fee charged that remains in the County to determine an appropriate amount to charge for these licenses."

I am in full agreement with the auditor's recommendation to continue reviewing the amount of the marriage license fees charged during budget preparation so that marriage licensing remains a profitable operation.

6. **Domestic Partnerships**

Auditor: *"At this time, the issuance of domestic partnership licenses is a profitable operation for the County. It is recommended that, during each annual budget process, the County Clerk continue to review the amount of the fee charged that remains in the County to determine an appropriate amount to charge for these licenses."*

I am in agreement with the auditor's recommendation to continue reviewing the amount of the domestic partnership fees charged during budget preparation so that the issuing of domestic partnerships remains a profitable operation.

7. **Passports**

Auditor: *"At this time, it is profitable for the County Clerk's Office to continue selling United States passports. However, it should be noted that the United States Postal Service also sells passports. If the activity in the County Clerk's Office grows enough that adding an additional staff position is considered, the profitability of selling the passports should be readdressed."*

The County Clerk doesn't anticipate a need to add staff solely to provide this service. The acceptance of United States passport applications has been very profitable for Brown County. Full-time union staff is at work whether or not United States passport applications are accepted in the County Clerk's Office; therefore, increasing revenue through this non-mandated service is a benefit to Brown County because it reduces the need for levy dollars.

8. **Zoo Boo Tickets**

Auditor: *"At this time, it is profitable for the County Clerk's Office to continue selling Zoo Boo admission passes. However, it should be noted that there are several other outlets in the County that sell these tickets. If the activity in the County Clerk's office grows enough that adding an additional staff position is considered, the profitability of selling Zoo Boo passes should be readdressed."*

I will continue to sell Zoo Boo tickets as long as it continues to work well for both the NEW Zoo management and the County Clerk's Office. 2009 was the first year Zoo Boo tickets were sold in the County Clerk's Office so future sales activity is unknown. However, if the County Clerk's Office's does not break even with labor, we would possibly discontinue the service or request that the NEW Zoo management increase their fees. Also, the County Clerk's Office did not charge back the NEW Zoo for labor associated with selling the tickets. So, administration may want to consider that option when preparing future budgets.

9. **Work Permits**

Auditor: *"It is recommended that the County consider ceasing sales of Work Permits in the County Clerk's Office at this time. In addition, it is recommended that the County Clerk consider reducing the hours of the Clerk/Typist I position if warranted due to the elimination of Work Permit sales."*

I consider issuing work permits a "community service." Some schools issue work permits but not all of them do. Moreover, the schools that do issue work permits limit the service to when school is in session. This means no work permit issuance service is offered over the summer months when most minors are seeking employment. In 2009, the County Board sent a resolution to the State requesting that the cost for work permits be increased from \$5 to \$10 with a 50/50 Agency/State split of fees. However, the State increased the fee to \$10 with a 25/75 Agency/State split of fees. The new fee only benefits the State of Wisconsin.

Conclusion

The Brown County Clerk's Office handles a variety of fee-based services. However, there are several revenue based services performed in the County Clerk's Office that are not addressed in this audit (SVRS, elections coding, etc.). The County Clerk's Office is mandated by the federal and state governments as well as county code to perform a number of non-fee based services that are funded via the levy. The non-mandated fee based services performed in the County Clerk's Office creates a revenue stream which reduces taxes. Likewise, the County Clerk's Office has a Clerk/Typist I – Elections LTE position (no benefits) that is funded 100% by 13 municipalities through our SVRS contracts (guaranteed revenue). It has been past practice to reduce the Clerk Typist I – Elections hours when warranted thereby creating a salary savings. I plan to continue this practice in the future as well.

I thank Sara Perrizo for all of the work she put into this audit and please know that it was a pleasure to work with her.



Darlene K. Marcelle
Brown County Clerk

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 2, 2010

TO: Tom Hinz, Executive
Debbie Klarkowski, HR Manager

FROM: Lynn A. Vanden Langenberg, Director of Administration

SUBJECT: Finance Manager (formerly Budget & Finance Manager – Human Services)

The finance personnel formerly reporting through the Human Services department were reassigned to the Department of Administration during the 2010 budget session. The Human Services Executive Director and I are working together to re-define the roles and responsibilities and the expectations of the finance personnel formerly reporting to Human Services.

In reviewing the current structure, it was identified that there are some non-financial positions that report through the Finance Manager. An alternative reporting structure is under review to allow the Finance Manager to focus on the critical financial functions.

We identified several areas that need immediate attention, some of which include the timeliness and accuracy of recording financial information, accrual of revenues earned, establishing billing rates that adequately reimburse Brown County, training staff, cross-training, streamline processes, financial analysis, and internal control reviews. Additionally, the interim audit field work performed by Schenck has identified and has further validated the need to improve the financial processes performed at Human Services. The areas cited by Schenck include cash receipts, cash disbursements, represented payee processes, compliance, and financial reporting. Each of these areas has issues that need to be addressed.

Although processes involve many staff persons, there are still weak internal controls. The processes are labor intensive and sometimes redundant. Human Services has systems in place that are not integrated and oftentimes do not produce accurate data (ie. Keane billing statements). Budget control is also lacking in both the Community Programs and Community Treatment Center. Each of these issues must be addressed to improve the efficiency of processing financial data, the accuracy of the reporting, and the ability to analyze data. The need for Human Services continues to grow and unless these situations are improved, the cost of providing these services will grow.



There is also analysis needed for the impact of implementing Family Care in Brown County. Although Family Care is designed to reduce waiting lists and will move the costs & responsibility of providing these services to the Family Care delivery system, there will be lost revenue that currently funds administrative costs in Brown County. The financial impact and resulting action steps need to be determined during the next 12 – 18 months.

Lastly, the Community Programs and Community Treatment Center both appear to be operating beyond the approved budget. This is a trend that has been increasing each year as the need for services continue to grow. The issue is further compounded if financial reporting is not done in a timely manner and there is a competent, responsible person monitoring the financial results and taking corrective action. Administration has had to perform several system overrides to process payments that have created an “over budget” situation. The budget shortfalls have been funded with Community Programs fund balance, however this practice is not recommended to continue in the future. This position is critical to perform the appropriate preventive measures and advise the Human Services Department of the financial condition of the department.

Kelly Selner, Budget & Finance Manager, resigned effective 1/6/2010. Due to the volume of work and the issues identified above, it is not feasible for the current staff to take on the Finance Manager functions. The current Administration staff is working between 45 and 55 hours each week, which makes it inappropriate to ask for more hours. They are already assigned several significant projects in addition to their day-to-day work, including the implementation of the Kronos, HR/PY, and Financial Systems. The implementation of these systems is a priority because they provide automation to the entire County, which in turn will reduce the paper processing and save time & money through this automation.

The Finance Manager position is needed to effectively improve the financial area of Human Services. The Human Services budget is more than \$100 million, with nearly \$22 million of property tax levy. The budget control and improvements are significant to Brown County. The skill level and competency of the person filling this position will have a direct effect on the desired outcomes. The position functions cannot be reassigned to current staff.

The filling of this position will provide Brown County with the leadership skills to improve the internal controls, establish budget control, provide training & implement cross-training, and capture the funds due to Brown County in a timely manner. The filling of this position should be considered an investment because the streamlining of processes and implementing the pending automation will provide savings in the future. As the above items are completed, there will be an on-going analysis of the staffing needs. Adjustments to the staffing & organizational structure may be recommended in the future.

cc: Brian Shoup, Human Service Executive Director

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Planning, Development & Transportation Committee
Executive Committee

FROM: Paula Kazik, Human Resources
Chuck Lamine, Planning Director

DATE: December 21, 2009

RE: Request To Fill Vacancy: Sanitary Inspector

The Sanitary Inspector position has been vacant since March of 2007. The position was held open due to a decrease in the number of private onsite wastewater treatment system (POWTS) permits. During the vacancy, the duties of this position were distributed to the Zoning Administrator, Assistant Zoning Administrator, Office Manager, and the Secretary III positions. Some responsibilities of the position that do not have a statutory deadline such as soil test reviews and shoreland inspections have been deferred.

Current changes to Wisconsin Administrative Code 83.255 require that all POWTS be placed on the county's mandatory maintenance program which has significantly increased the workload for the Zoning division within the Planning and Land Services (PALS) Department. The number of POWTS on the maintenance program has increased from 6,200 to 10,650. This increase in numbers as well as the increase in the annual POWTS maintenance fee from \$11 to \$16 will provide adequate funding to pay for the Sanitary Inspector position without the use of levy funds. Additionally, the county is continuing to see an increase in the number of aerobic treatment units which require more maintenance and oversight.

Failure to fill this position will result in the county not meeting the minimum requirements of COMM 83, NR115, and NR116. Failure to complete shoreland inspections could result in structures being improperly placed and costly enforcement action that could be avoided.

Recommendation: It is recommended by the Human Resources Department to fill the current vacancy of Sanitary Inspector. This position is currently in the table of organization and budgeted. Therefore, filling this vacancy will have no additional fiscal impact.

HUMAN RESOURCES DEPARTMENT

Brown County

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HUMAN RESOURCES MANAGER

TO: Executive Committee

FROM: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager

DATE: February 2, 2010

RE: Request To Fill Vacancy: Director of Public Safety Communications

The Director of Public Safety Communications position will become vacant March 5, 2010 due to the retirement of James Nickel.

The Public Safety Director plans, directs and administers the overall operation and maintenance of the County Public Safety Communications Center including emergency management with Brown County municipalities, the state and national law enforcement information systems servicing 42 agencies including police, fire, and EMS. This position has four direct reports and is accountable for a staff of sixty-seven and one half (67.5).

This position is currently budgeted for and is shown in the table of organization and would have no additional fiscal impact.

J.D. McKAY
Presiding Judge



JEAN M. ECKERS
Administrative Supervisor
(920) 448-4146

RECEIVED

FEB 01 2010

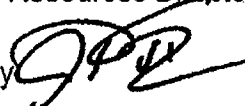
Human Resources

CIRCUIT COURT BRANCH VI

BROWN COUNTY COURTHOUSE
100 S. JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

Memo

To: Tom Hinz, Brown County Executive
Debbie Klarkowski, Human Resources Director

From: Presiding Judge J.D. McKay 

Date: January 28, 2010

Re: Justification for Filling Law Clerk Position

There are two full-time law clerk positions in the court system's table of organization. Typically, each law clerk is hired for a two-year term. One law clerk's term ends on May 31, 2010.

ANALYSIS

(as required by the current hiring freeze policy)

- The law clerk is responsible for performing legal research for the eight Brown County Circuit Court Judges. In addition, the law clerk drafts memoranda, court opinions/decisions, cite checking, assisting at trials, etc.
- Qualifications include a J.D. degree and excellent legal research and writing knowledge.
- There are no internal qualified people to assume and perform these duties.
- The duties cannot be accomplished by one law clerk.

Based on the above analysis, the Brown County Judiciary respectfully request that you authorize filling the upcoming vacancy:

Thank you for your consideration.

jme

February 17, 2010

AN ORDINANCE TO CREATE SEC. 30.09 OF THE BROWN
COUNTY CODE ENTITLED "PURCHASE AND SALE OF SCRAP METAL"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 -

Sec. 30.09 of the Brown County Code entitled "PURCHASE AND SALE OF SCRAP METAL" is hereby created to read as follows:

(1) PURPOSE AND STATUTORY AUTHORITY. Section 134.405 Stats. is hereby adopted and, by reference, made a part of this chapter with the same force and effect as though fully set out herein notwithstanding the below Subsections.

(2) DEFINITIONS:

- (a) "Commercial Account" means a commercial enterprise with which a scrap metal dealer maintains an ongoing and documented business relationship.
- (b) "Commercial Enterprise" means a corporation, partnership, limited liability company, business operated by an individual, association, state agency, political subdivision, or other government or business entity, including a scrap metal dealer.
- (c) "Ferrous scrap" means scrap metal, other than scrap metal described in paragraphs (d) to (f), consisting primarily of iron or steel, including large manufactured articles that may contain other substances to be removed and sorted during normal operations of scrap metal dealers.
- (d) "Metal Article" means a manufactured item that consists of metal, is usable for its original intended purpose without processing, repair, or alteration, and is offered for sale for the value of the metal it contains, except that "metal article" does not include antique or collectible articles, including jewelry, coins, silverware, and watches.
- (e) "Nonferrous Scrap" means scrap metal consisting primarily of metal other than iron or steel, but does not include any of the following:

1. Aluminum beverage cans.
2. Used household items.
3. Small quantities of nonferrous metals contained in large manufactured items.

(f) "Proprietary Article" means any of the following:

1. A metal article stamped, engraved, stenciled, or otherwise marked to identify the article as the property of a governmental entity, telecommunications provider, public utility, cable operator, as defined in §66.0420 (2) (d) or an entity that produces, transmits, delivers, or furnishes electricity, or transportation, shipbuilding, ship repair, mining, or manufacturing company.
2. A copper conductor, bus bar, cable, or wire, whether stranded or solid.
3. An aluminum conductor, cable, or wire, whether stranded or solid.
4. A metal beer keg.
5. A manhole cover.
6. A metal grave marker, sculpture, plaque, or vase, if the item's appearance suggests the item has been obtained from a cemetery.
7. A rail, switch component, spike, angle bar, tie plate, or bolt used to construct railroad track.

(g) "Scrap Metal" means a metal article; metal removed from or obtained by cutting, demolishing, or disassembling a building, structure, or manufactured item; or other metal that is no longer used for its original intended purpose and that can be processed for reuse in a mill, foundry, or other manufacturing facility.

- (h) "Scrap Metal Dealer" means a person engaged in the business of buying or selling scrap metal.
 - (i) "Responsible Law Enforcement Agency" – The Responsible Law Enforcement Agency (RLEA) is the entity with the responsibility to collect the data to be furnished electronically by the scrap metal dealer pursuant to this ordinance. The sheriff shall notify the scrap metal dealers of the RLEA and of any changes in the RLEA in the future.
- (2) PURCHASES OF FERROUS SCRAP. A scrap metal dealer may purchase scrap metal other than nonferrous scrap, a metal article, or a proprietary article from any person over the age of 18.
- (3) PURCHASES OF NONFERROUS SCRAP, METAL ARTICLES, PROPRIETARY ARTICLES.
- (a) Subject to paragraph (b), a scrap metal dealer may purchase nonferrous scrap, metal articles, or proprietary articles from any person who is over the age of 18 if all of the following apply:
 - 1. If the seller of nonferrous scrap, metal articles, or proprietary articles is an individual, at the time of the sale, the seller provides to the scrap metal dealer the seller's motor vehicle operator's license or other comparable government-issued, current photographic identification. If the seller is not an individual, at the time of the sale, the individual who delivers the seller's nonferrous scrap, metal articles, or proprietary articles provides to the dealer the deliverer's motor vehicle operator's license or other comparable government-issued, current photographic identification.
 - 2. The scrap metal dealer records and maintains at the scrap metal dealer's place of business the seller's or deliverer's identification information described in subd. 1., the time and date of the purchase, the number and state of issuance of the license plate on the seller's or deliverer's vehicle, and a description of the items received, including all of the following:
 - a. The weight of the scrap or articles.

- b. A description of the scrap or articles that is consistent with guidelines promulgated by a national recycling industry trade organization.
- 3. With respect to a purchase of nonferrous scrap or a metal article the scrap metal dealer obtains the seller's signed declaration that the seller is the owner of the items being sold.
- 4. With respect to a purchase of a proprietary article, one of the following applies:
 - a. The scrap metal dealer receives from the seller documentation, such as a bill of sale, receipt, letter of authorization, or similar evidence, that establishes that the seller lawfully possesses the proprietary article.
 - b. The scrap metal dealer documents that the scrap metal dealer has made a diligent inquiry into whether the person selling the proprietary article has a legal right to do so, and not later than one business day after purchasing the proprietary article, submits a report to a local law enforcement department describing the proprietary article and submits a copy of the seller's or deliverer's identifying information under subd. 1.
- (b) This subsection does not apply to purchases of nonferrous scrap, metal articles, or proprietary articles by a scrap metal dealer from a commercial account, if the scrap metal dealer creates and maintains a record of its purchases from the commercial account that includes all of the following:
 - 1. The full name of the commercial account.
 - 2. The business address and telephone number of the commercial account.
 - 3. The name of a contact person at the commercial account who is responsible for the sale of nonferrous scrap, metal articles, or proprietary articles to the scrap metal dealer.

4. The time, date, and value of each of the scrap metal dealer's purchases from the commercial account.
 5. A description of the predominant types of nonferrous scrap, metal articles, or proprietary articles the scrap metal dealer has purchased from the commercial account.
- (c) Except as provided under sub. (4), a scrap metal dealer may disclose personally identifiable information recorded or maintained under this subsection only to a successor in interest to the scrap metal dealer, including a successor in interest that arises as a result of a merger, sale, assignment, restructuring, or change of control.

(4) OTHER PROVISIONS.

- (a) A scrap metal dealer shall make the records required under sub. (3) (a) and (b) available to a law enforcement officer who presents credentials at the scrap metal dealer's place of business during business hours.
- (b) A scrap metal dealer shall maintain the records required under sub. (3) (a) for not less than 2 years after recording it. A scrap metal dealer shall maintain the records required under sub (3) (b) 1. to 3. regarding a commercial account for not less than 2 years after the dealer's most recent transaction with the commercial account.
- (c) Scrap metal dealers shall create reports of purchases of nonferrous scrap, metal articles and proprietary articles and make them available to the sheriff in a paper format or submit the same to the RLEA in an electronic format as indicated in paragraphs (e) through (h) at the sheriff's discretion.. The report of each purchase of nonferrous scrap, metal articles, and proprietary articles shall include the seller's or deliverer's name, date of birth, identification number, address, number and state of issuance of the license plate on seller's or deliverer's vehicle, as well as a description of the items purchased, including any serial or identification numbers on the items purchased.
- (d) The scrap metal dealer must also take a color, digitized photograph of every item sold to the scrap metal dealer that does not have a unique serial or identification number permanently engraved or affixed. One group photo shall suffice for mass items acquired in one transaction. If a photograph is taken, it must be at least two (2)

inches in length by two (2) inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the sheriff upon request. Items photographed must be accurately depicted and submitted as digital images in a format specified by the sheriff, electronically cross-referenced to the reportable transaction they are associated with. Entries of required digital images shall be retained a minimum of ninety (90) days.

- (e) Scrap metal dealers must submit every report of a transaction, as defined in paragraph (c), to the RLEA daily in the following manner. Scrap metal dealers must submit all information required in paragraph (c) and the digital photograph specified in paragraph (d) by transferring it from their computer to the web server via modem designated by the RLEA. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the RLEA using procedures that address security concerns of the scrap metal dealer. The scrap metal dealer must display a sign of sufficient size in a conspicuous place on the premises which informs sellers of the transactions reported daily to the RLEA.
- (f) If a scrap metal dealer is unable to successfully transfer the required reports by modem, the dealer must provide the RLEA with printed copies of all reportable transactions by 12:00 noon the next business day.
- (g) If a problem is determined to be in the scrap metal dealer's system and is not corrected by the close of the first business day following the failure, the dealer must provide the required reports and shall be charged a daily reporting failure fee of \$10.00 until the error is corrected, or if the problem is determined to be outside the dealer's system, then the dealer must provide the RLEA with the required printed reports and resubmit all such transactions via modem when the error is corrected.
- (h) Regardless of the cause or origin of the technical problems that prevented the scrap metal dealer from uploading, the dealer shall upload every reportable transaction from every business day the problem has existed. The provisions of this section notwithstanding, the RLEA may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.

- (i) Notwithstanding s. 19.35 (1), a law enforcement officer or agency that receives a record under paragraph (a) or a report under paragraph (c) may disclose it only to another law enforcement officer or agency.
- (5) PENALTIES. Failure to comply with any of the provisions of this ordinance shall constitute a violation of this chapter punishable according to the penalties set forth in §1.07 of the Brown County Code of Ordinances.

Section 2 -

This ordinance shall become effective 45 days after publication.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Final Draft Created Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAFFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: _____ Adopted _____ Defeated _____ Tabled _____

February 17, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
SHERIFF'S DEPARTMENT
ADDITION OF GRANT FUNDED POSITIONS

WHEREAS, the Sheriff's Department has received an Office of Justice Assistance Recovery Act Drug Task Force Grant Award for the time period of January 1, 2010, through December 31, 2012; and

WHEREAS, the award will be used by the Brown County Drug Task Force in combating the growing problem of Pharmaceutical diversion. The grant would allow the addition of a 1.0 FTE Patrol Officer within the Brown County Sheriff's Drug Task Force to be responsible for creating alliances with area health care workers and fraud investigators; and

WHEREAS, the grant would also allow the addition of a .6 FTE Secretary III position to be responsible for entering and maintaining up-to-date information resulting in accurate statistical reporting and information sharing with other agencies.

WHEREAS, this grant award provides 100% funding of salary and fringe benefits for a 1.0 FTE Patrol Officer and .6 FTE Secretary III through December 31, 2012. Should the funding be eliminated, the positions will end and be eliminated from the Sheriff's Department Table of Organization; and

WHEREAS, the Human Resources Department in conjunction with the Sheriff's Department are recommending the addition of 1.0 FTE Patrol Officer and .6 FTE Secretary III to the Sheriff's Department Table of Organization through December 31, 2012.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of a grant funded 1.0 FTE Patrol Officer and .6 FTE Secretary III to the Sheriff's Department Table of Organization through December 31, 2012.

BE IT FURTHER RESOLVED, that the positions are 100% grant funded resulting in no fiscal impact to the budget. Should funding be eliminated, the positions will end and be eliminated from the Sheriff's Department Table of Organization.

Fiscal Impact: NONE

2010 Fiscal Impact:

	<u>FTE</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Patrol Officer	1.0	\$44,283	\$22,571	\$66,854
Secretary III	.6	\$20,040	\$10,214	\$30,254
		\$64,323	\$32,785	\$97,108
Grant Revenue		(\$64,323)	(\$32,785)	(\$97,108)
TOTAL FISCAL IMPACT		<u> -- </u>	<u> -- </u>	<u> -- </u>

Respectfully submitted,

PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft by Human Resources and Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAELS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Debbie Klarkowski
Human Resources Manager

FROM: Paula Kazik
Human Resources Senior Analyst

DATE: January 22, 2010

RE: Sheriff's Department – Change to Table of Organization
Request for .6 FTE Secretary III Position
Request for 1.0 FTE Patrol Officer

The Brown County Sheriff's Department received an Office of Justice Assistance Recovery Act Drug Task Force Grant Award. The award received will be used by the Brown County Drug Task force to assist the community in combating the growing problem of pharmaceutical diversion. The Patrol Officer will be responsible for creating alliances with area health care workers and fraud investigators. The Secretary III position will be responsible for entering and maintaining up to date information, resulting in great benefits in the statistical reporting process as well as information sharing between the task force and other agencies.

The grant award provides salary and fringe benefits for a .6 FTE Secretary III position and 1.0 FTE Patrol Officer within the Brown County Sheriff's Drug Task Force. Attached is the fiscal impact.

The positions are grant funded, therefore there will be no additional budget impact; should the funding be eliminated the positions will end and be eliminated from the Brown County Sheriff's Department Table of Organization. Brown County Human Resources is recommending the approval of the positions.

Annualized for 01/01/2010 through 12/31/2010
2010 Fiscal Impact:

	Secretary III (Sheriff .60)	Patrol Officer
2010 Estimated Salary	\$ 20,040.00	\$ 44,283.20
2010 Estimated Fringe Benefits	\$ 10,214.39	\$ 22,571.15
Total 2010 Salary & Fringe Cost:	\$ 30,254.39	\$ 66,854.35
Grant Revenue	\$ (30,254.39)	\$ (66,854.35)
Total Fiscal Impact	\$ -	\$ -

February 17, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION TO APPROVE THE
EXTENSION OF THE RESCH CENTER NAMING AGREEMENT

WHEREAS, Brown County leases the Resch Center from the Community Development Authority of the Village of Ashwaubenon (CDA) on a long term basis; and

WHEREAS, Brown County contributed the land to the CDA for the construction of the Resch Center; and

WHEREAS, Brown County approved the original Naming Agreement for the Resch Center on or about December 1, 1999, along with the CDA, Richard J. Resch and Krueger International, Inc.; and

WHEREAS, the original Naming Agreement granted the parties the option to extend the Naming Agreement for up to two (2) additional ten (10) year periods; and

WHEREAS, Brown County, Richard J. Resch, Krueger International, Inc. and the CDA share the goal of maintaining the Resch Center in its original condition and operational status for the longest period possible; and

WHEREAS, Richard J. Resch has generously pledged two million dollars (\$2,000,000.00) for the maintenance of the Resch Center and to extend the Naming Agreement for two (2) additional ten (10) year periods commencing upon the expiration of the original twenty (20) year term set in the original Naming Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Extension Agreement (attached) to the Resch Center Naming Agreement is hereby approved.

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Impact: _____

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

EXTENSION AGREEMENT

THIS EXTENSION AGREEMENT (the "Agreement") is made by and among Richard J. Resch ("Resch"), Krueger International, Inc., the Community Development Authority of the Village of Ashwaubenon, a Wisconsin municipal corporation (the "Authority"), and Brown County, Wisconsin ("Brown County").

WHEREAS, Resch, KI, the Authority, and Brown County are parties to a Memorandum of Agreement dated December 1, 1999 (the "Memorandum"); and

WHEREAS, pursuant to the terms of the Memorandum, Resch has previously paid a total of One Million Nine Hundred Thousand Dollars (\$1,900,000.00) to the Resch Center Fund (the "Fund") established with the Greater Green Bay Community Foundation, Inc.; and

WHEREAS, in exchange for such payment to the Fund, Brown County and the Authority have previously agreed to name the subject arena the "Resch Center" for a period of twenty (20) years from the date of the Memorandum; and

WHEREAS, pursuant to Paragraph 3 of the Memorandum, the parties hereto desire to extend the naming rights described in the Memorandum (the "Naming Rights") upon the terms set forth herein.

NOW, THEREFORE, in exchange of good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows.

1. **Additional Payment to the Foundation.** In exchange for the extension of naming rights set forth in Section 2, below, Resch shall make or cause to be made payments in the amount of Two Million Dollars (\$2,000,000.00), payable to the Fund as follows:
 - a. Ten (10) annual payments of One Hundred Thousand Dollars (\$100,000.00), commencing on February 1, 2010, with subsequent payments on or before January 1 of each subsequent year. In the event Resch dies prior to making the ten (10) annual payments, the remaining balance of payments shall be accelerated and paid within two hundred seventy (270) days of Resch's death.
 - b. A lump-sum payment of One Million Dollars (\$1,000,000.00), payable within two hundred seventy (270) days of the date of Resch's death.
2. **Extension of Naming Rights.** Pursuant to Section 3 of the Memorandum, the parties agree to extend the Naming Rights for two (2) additional ten (10)-year periods, commencing upon the expiration of the original twenty (20)-year term.
3. **Segregation and Withdrawal of Funds.** All payments made by Resch under this Agreement shall be maintained in a separate, independent account and segregated from all other funds maintained by the Resch Center, by Brown County, and the Authority. In order to withdraw any such payments from the Fund, the Authority and Brown County shall submit joint

reimbursement requests to the Greater Green Bay Community Foundation, each certifying that the amounts sought to be withdrawn shall be used exclusively for purposes set forth in this Agreement. In the event any reimbursement request seeks a withdrawal of Twenty-Five Thousand Dollars (\$25,000.00) or more, the request shall first be submitted to Resch or his estate for his or its written agreement that the proposed reimbursement complies with the requirements of this Agreement.

4. **Limitation on Use of Funds.** All payments made by Resch under this Agreement shall be used exclusively for the maintenance of the Resch Center. As used in the preceding sentence, the term "maintenance" shall be defined as activities required to conserve as nearly, and as long, as possible the Resch Center's original condition and operational status to achieve its maximum useful life (including both corrective maintenance and preventive maintenance). The term "maintenance" shall not include activities that extend the Resch Center's useful life, the expenses of which are customarily capitalized. Notwithstanding, the Authority and/or Brown County may, from time to time, propose to Resch or his estate that portions of the payments identified in Section 1 be used for capital improvements to the Resch Center; and Resch or his estate may approve or disapprove of such uses in his or its sole discretion. In no case shall any of the payments identified in Section 1 be used for debt retirement or for any other purpose other than the purposes set forth in this section.

5. **No Effect on Other Funding.** Resch's payments hereunder shall have no effect on any other funding to which the Resch Center may be entitled, including, but not limited to, revenue from Brown County hotel room taxes. The parties hereto agree that Resch's payments hereunder are in addition to, and not a substitution for, other funding sources available to the Resch Center.

6. **Survival of Memorandum.** The parties agree that the terms of the Memorandum shall continue in full force and effect to the extent that such terms are not inconsistent with this Agreement.

7. **Amendment.** This Agreement may not be amended or modified in any respect, except by an agreement in writing executed by the parties in the same manner as this Agreement.

8. **Successors.** This Agreement shall be binding upon and shall inure to the benefit of and be enforceable by each of the parties and their respective successors.

9. **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Wisconsin without reference to conflicts of law principles.

10. **Waiver of Breach.** The waiver by any party hereto of a breach of any provision of this Agreement by any party hereto shall not operate or be construed as a waiver by such party of that breach or any subsequent breach of any provision of this Agreement by any party hereto. Any waiver must be in writing and signed by the party so waiving any breach by another party.

11. **Entire Agreement.** This Agreement and the Memorandum constitute the entire agreement among the parties hereto with respect to the subject matter of this Agreement and supersede any and all prior agreements and understandings, whether written or oral, among said parties relating to the subject matter of this Agreement.

12. **Execution.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall be deemed one instrument.

IN CONSIDERATION of the mutual commitments contained herein, the parties to this Extension Agreement have agreed to the above terms and have caused its execution this _____ day of _____, 2009.

Brown County, Wisconsin

Richard J. Resch, individually

By: _____
Tom Hinz, County Executive

Community Development Authority
of the Village of Ashwaubenon

Krueger International, Inc.

By: _____

By: _____
Richard J. Resch, CEO/ President

#651103